

## BYLAWS

**Standing Committee Title:** Protocols, Medications and Devices Standing Committee

**Standing Committee Acronym:** PMD

### **Article I: Purpose**

The Protocols, Medications and Devices Standing Committee assists the Statutory Councils (State Trauma Advisory Board, Emergency Medical Services Council and Medical Direction Commission) in carrying out the duties described in Arizona Revised Statutes, Title 36, Chapter 21.1, Emergency Medical Services, by making recommendations for adoption by the Director, Arizona Department of Health Services. Duties include:

1. Review Drug Box Procedures/Drug lists biennially.
2. Publish, as necessary, agents list approved for PreHospital use emphasizing agent, minimum supply.
3. Develop and distribute information profiles for each agent approved for PreHospital use.
4. Review bi-annually all agents approved for IV monitoring by certification levels on interfacility transports.
5. Review requests for new therapeutic agents, care devices, and pilot projects, as requested by the Statutory Councils and make recommendations to the Statutory Councils.
6. Recommend medical standards for non-physician prehospital treatment and prehospital triage of patients requiring emergency medical services.
7. Recommend standards pertaining to prehospital communication for direct and indirect medical control.
8. Recommend standards for prehospital standing orders for treatment and triage.
9. Recommend treatment guidelines approved for prehospital use.

### **Article II: Committee Liaison**

The intent of this article is to provide for the timely and appropriate exchange of information between the Standing Committee and the three Statutory Councils. All Standing Committees shall, therefore, have a minimum of one member from each of the three Statutory Councils in their membership to serve as liaisons.

The Chief of the Bureau of Emergency Medical Services and Trauma System, or designee, shall also attend and support the timely and appropriate exchange of information between the Standing Committee and the three Statutory Councils and to provide staff support and technical support to the Standing Committee including notification of pending actions or issues which may be within the scope of the Standing Committees' purpose.

### **Article III: Members**

#### **Section 1: Committee Membership**

Membership of the PMD Standing Committee shall consist of no more than 12 members from a diverse representation of individuals from throughout the state. There will be Standing Committee members selected from each of the four EMS Regions. The following members are required:

- A member of the State Trauma Advisory Board

- A member of the Medical Direction Commission
- A member of the Emergency Medical Services Council

**Section 2:** Terms of Membership

There is no specific term of membership, however, the Medical Director, Standing Committee Chair and Bureau Chief shall annually review member attendance (Article V, Section 4) and if necessary, remove a member based upon majority vote.

**Section 3:** Compensation

Standing Committee members shall not be eligible to receive compensation.

**Section 4:** Voting

Each member of the Standing Committee shall be entitled to one vote when present in person or via electronic media at a meeting of the Standing Committee. No individual member shall cast more than one vote on the Standing Committee. Voting by proxy and/or alternate voter shall not be permitted.

**Section 5:** Vacancies

Standing Committee vacancies shall be filled through appointment by the Medical Director with consideration given to individuals with expertise consistent with the Standing Committee purpose. The Standing Committee Chair shall be responsible for informing the Medical Director of vacancies.

**Article IV: Officers**

**Chair:** The Standing Committee Chairs shall be chosen as follows:

- Education Standing Committee – EMS Council
- Protocols Medications and Devices Standing Committee – MDC
- Rules Standing Committee – EMS Council
- Trauma and EMS Performance Improvement Standing Committee – STAB

**Vice Chair:** The Vice Chair of the Standing Committee will be selected by a majority of the members present and shall serve as the Standing Committee Chair in his/her absence. On resignation a new Vice Chair shall be selected at the next regular meeting.

**Article V: Meetings**

**Section 1:** Regular Meetings:

The regular meetings of the Standing Committee shall be held, at a minimum, three times per year at a time and place designated by the Chair and Bureau.

**Section 2:** Special Meetings

Special meetings and/or telephone meetings may be called by the Chair in agreement with the Bureau Chief, or by written request of five (5) members of the Standing Committee and must comply with the Open Meeting laws.

**Section 3:** Notice of Meetings

Standing Committee members shall be notified ten (10) days in advance of all Standing Committee meetings. A yearly schedule of regular Standing Committee meetings shall be made available to Standing Committee members in January. Minutes of the previous meeting and an

agenda for the upcoming meeting should be available to members ten (10) days in advance of the Standing Committee meeting.

**Section 4:** Attendance

Regular attendance is expected of all Standing Committee members. If a member fails to attend three (3) consecutive meetings, the Chair will notify the Medical Director who will terminate the member's appointment unless the member has extenuating circumstances.

**Section 5:** Quorum

A quorum consists of a simple majority (50% plus one) of the entire membership, whether the position is filled or vacant, present in person or via electronic media.

**Article VI: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Standing Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

**Article VII: Open Meeting Law**

The Arizona Open Meeting Law (A.R. S. 38-431: 38-431.09) shall apply to meetings of the Standing Committee.

**Article VIII: Minutes**

Minutes of each Standing Committee Meeting will be recorded and the Standing Committee shall have the rights of review and correction of minutes of all meetings before publication and distribution.

**Article IX: Motions**

All motions passed by this Standing Committee will be forwarded to the appropriate Statutory Council(s) for review and/or action at their next regularly scheduled meeting.

**Article X: Amendments**

These bylaws can be amended at any regular meeting of the Standing Committee by a majority vote of the entire membership, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three (3) years.

Approved: 4/97

Revised and Approved by MDC: 3/27/98

Revised and Approved by MDC: 3/26/99

Revised and Approved by MDC: 7/23/99

Revised and Approved by MDC: 1/25/02

Revised and Approved by MDC: 1/24/03

Revised and Approved by PMD: 2/16/06

Revised and Approved by MDC: 4/21/06

Revised and Approved by PMD: 11/18/10